

**REQUEST FOR PROPOSALS FOR
PROFESSIONAL GRANT CONSULTING SERVICES
FOR ADMINISTRATION OF COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAMS
(CDBG Low/Mod Housing, Home Renovation, Non-Profit Loan Fund,
Section 108, COC and/or other HUD Programs)**

PROPOSALS ARE DUE ON OR BEFORE:

December 3, 2019

BY 10:00 AM

Send Responses to:

City of Bayonne
Law Department, Room 15
630 Avenue C
Bayonne, NJ 07002

**REQUEST FOR PROPOSALS FOR PROFESSIONAL
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CONTRACT TERM: January 1, 2020 to December 31, 2020

1.0 PURPOSE

The City of Bayonne is seeking proposals from qualified consultants for the administration, execution and oversight of the City of Bayonne's Community Development Block Grant Programs and/or other HUD programs ("Programs"):

SCOPE OF SERVICES: The Consultant shall, as authorized, undertake the necessary analyses, applications and related activities to administrate, execute and oversee the City of Bayonne's Programs sufficient to accomplish the following:

I. GENERAL ADMINISTRATION - CONSULTANT SERVICES

- A. Consultant agrees to administrate, execute, oversee and in all respects operate the City's Community Development Block Grant and other HUD programs, inclusive of staff training, internal project file monitoring, project planning, implementation services and project activity support.
- B. Meet on an as needed basis with the City's representatives to review program progress and program regulations.

II. **FY 2019-20 ANNUAL ACTION PLAN TENTATIVELY DUE TO HUD ON MAY 15, 2020 (PURSUANT TO 24 CFR 91.220)**

- A. Compile eligibility documentation and submit same as required in accordance with HUD regulations for the Fiscal Year **2019/20** funded projects, including National Objective determinations.
- B. Prepare for and undergo Department of Housing & Urban Development program monitoring of CDBG & other HUD program projects.
- C. Provide updates to the appropriate systems (e.g. IDIS) to ensure all projects include required activity descriptions, locations, and beneficiaries.
- D. Prepare a written procedures manual outlining implementation procedures for submittal to HUD at the time of project monitoring.
- E. Provide, prepare and maintain a system of reporting and recordkeeping that includes the periodic updating of data in the IDIS and the establishment and maintenance

of activity records sufficient to demonstrate that each activity meets the regulatory requirements of the CDBG program.

- F. The consultant shall prepare an Annual Action Plan consisting of the following information, to be submitted using the most up to date version of the CPMP Tool in accordance with instructions prescribed by HUD:
 - 1. General:
Executive Summary; General Questions; Managing the Process; Citizen Participation; Institutional Structure; Monitoring; Lead-based Paint
 - 2. Housing
Specific Housing Objectives; Needs of Public Housing; Barriers to Affordable Housing;
 - 3. Homeless
Specific Homeless Prevention Elements
 - 4. Community Development
Community Development; Antipoverty Strategy
 - 5. Non-Homeless Special Needs Housing
Non-Homeless Special Needs; Housing Opportunities for People with AIDS
 - 6. Project Activity Forms
Provide information and collect data necessary for third party provider to complete individual Activity Forms in the CPMP Tool for each activity to be undertaken.
 - 7. Forms and Certifications, including Standard Forms (424), Certifications, Specific CDBG Certification
 - 8. Description of the Consultation and Citizen Participation Process

III. FY 2019-20 ENVIRONMENTAL REVIEW RECORD

The Consultant shall prepare an Environmental Review Record for the community acceptable for HUD approval and release of Community Development Program funds. The Environmental Review Record will include, as applicable:

- A. A description of the project to which it relates.
- B. Documentation showing each step in the Environmental Review process as follows:
 - 1. Determination of existing conditions;
 - 2. Identification of environmental impacts;
 - 3. Examination of identified impacts;
 - 4. Consideration of project modification;
 - 5. Consideration of alternative projects.

- C. Documentation that the findings have been made and are supported by the Environmental Review Record.
- D. Documentation that the required steps in the Environmental Review process have been followed.
- E. Description of the existing environmental conditions.
- F. A copy of the publication of Notice of Request for Release of Funds.
- G. A copy of the Request for Release of Funds.
- H. The Consultant may meet with the community's Certifying Officer to review the Environmental Review Record prior to the Certifying Officer executing the Environmental Certification.

IV. FY 2018-19 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT DUE TO HUD SEPTEMBER 30, 2020

The Consultant shall prepare the Consolidated Annual Performance and Evaluation Report (CAPER) for the community acceptable for HUD approval including the following:

- A. General
 - 1. Executive Summary
 - 2. General Questions
 - 3. Managing the Process
 - 4. Citizen Participation
 - 5. Institutional Structure.
 - 6. Monitoring
 - 7. Lead-based Paint
- B. Housing
 - 1. Housing Needs
 - 2. Specific Housing Objectives
 - 3. Public Housing Strategy.
 - 4. Barriers to Affordable Housing
- C. Homeless
 - 1. Homeless Needs
 - 2. Specific Prevention Elements
- D. Non-Homeless Special Needs Housing
 - 1. Non-Homeless Special Needs.
- E. Community Development
 - 1. Community Development
 - 2. Antipoverty Strategy

V. PROGRAM INCOME DOCUMENTATION

- A. Provide documentation of use of Program Income in accordance with HUD regulations

VI. PUBLIC NOTICE DOCUMENTATION

- A. Provide evidence of compliance with public notice documentation in accordance with HUD regulations

VII. HUD PROJECT MONITORING

- A. Prepare for and attend FY **2019-20** HUD Project Monitoring.
- B. Prepare responses, as needed, to Findings and Concerns noted in HUD Project Monitoring.

2.0 TIME OF PERFORMANCE

All services of the consultant shall be completed in accordance with timing requirements of the program and the directives of HUD. The period of this contract will be twelve (12) months from **January 1, 2020 to December 31, 2020.**

3.0 PROPOSAL REQUIREMENTS

3.1 The consultant shall provide to the City the name or names of employees that will be assigned to service the City's account. Said employee(s) must have a minimum of two (2) years' experience in the Community Development Block Grant and related State and Federal community and economic development programs. Examples of work completed by the assigned employee(s) must be listed as part of the proposal. A list of clients that said employee(s) service must be submitted with name and address of said clients furnished so that they may be contacted for verification of the employee's credentials and ability to perform.

The consultant shall also provide to the City a list of communities and grants in which they have been successful for housing and urban development, environmental preservation and planning assistance, with particular emphasis on New Jersey communities.

3.2 Description of any other factors the proposing party believes is relevant to its ability to provide the City of Bayonne with superior service.

4.0 DATA TO BE FURNISHED TO CONSULTANT

The City shall provide the Consultant with information and documentation which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports

or analyses; codes and ordinances; environmental assessments; property appraisals; capital improvement and other development plans and programs; data on housing conditions; and current community development activities, maps, correspondence and other pertinent materials.

5.0 BASIS FOR AWARD OF AGREEMENT FOR PROFESSIONAL SERVICES

The City shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

- a. Qualifications of the individual or firms who will perform the service or activity.
- b. Experience and references.
- c. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
- d. Cost Competitiveness

Respondents shall clearly mark their submittal package with the title of this RFP and the name of the responding firm, addressed to the Law Director. The original proposal shall be marked to distinguish it from the copies.

Respondents are required to submit their expressions of interest, qualifications and experience. **One (1) original and three (3) copies** of the Proposal, INCLUSIVE OF ALL information must be provided to the City's Law Director, John F. Coffey II. Proposals must be received by **10:00 a.m. on December 3, 2019**. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. It is recommended that each proposal package be hand delivered. The City of Bayonne assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, e-mail or telephone is NOT PERMITTED. Delivery of a proposal to any other City of Bayonne Department or office is not acceptable and may result in your bid arriving late in the Law Director's Office. It is the bidder's responsibility to make sure the proposal is delivered to the proper office as listed above.

The City of Bayonne reserves the right to reject any proposal that misses the specified deadline.

Only those RFP responses received prior to or on the submission date & time will be considered.

Proposal Opening:

There will be a public opening for the Request for Proposal. Submission received, by the date and time of closing will be opened in the Municipal Council Chambers on December 3, 2019 @ 1:30 p.m. administratively by respective members of the City of Bayonne at a time subsequent to the closing.

All awards are subject to availability of funds.

6.0 PROCEDURE FOR EVALUATION OF RFP'S

The City's RFP/RFQ Review Subcommittee will evaluate each submission and selection will be made upon the basis of the criteria listed below:

- a. All proposals shall be evaluated for: 1) compliance with the minimum requirements stated in the RFP and 2) the relative benefits and deficiencies of the proposal as compared to other proposals.
- b. After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the City, to clarify or verify the firm's proposal and to develop a comprehensive assessment of the proposal.
- c. The City reserves the right to consider historic information and fact, whether gained from the proposal, question-and-answer conferences, references, or any other source, in the evaluation process.

7.0 OPRA COMPLIANCE

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

8.0 PROPOSAL SUBMISSION INFORMATION

Submission Date and Time:

DECEMBER 3, 2019 @ 10:00 A.M.

**PROPOSALS SHALL BE OPENED IN THE MUNICIPAL COUNCIL CHAMBERS ON
DECEMBER 3, 2019 @ 1:30 P.M.**

Submission Office:

Law Department, First Floor, Room 15, 630 Avenue C, Bayonne, NJ 07002